

# **MINUTES**

## **Reading Parking Authority**

**25 March 2009**

The Reading Parking Authority held their meeting on Wednesday, 25 March 2009 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

### **Board Members Present**

George Cook, Chairman

Jack Lantrip, Vice Chairman

John M. Darlington, Treasurer, Asst. Secretary

Donna Reed, Board Member

### **Absent**

None

### **Others Present**

Lawrence Lee, Executive Director, RPA

Christina Gilfert, Finance Manager, RPA

James Lillis, Solicitor

David Kostival, Reading Eagle

Mike Setley, Special Counsel for RPA

### **Guest(s)**

James Sizemore, Whiting-Turner Contracting

Patrick Judd, Whiting-Turner Contracting

Vaughn Spencer, City Council President

Robert Trotter, Citizen Observer

The meeting was called to order by the Chairman of the Board at 5:30 PM.

### **Public Comments**

None.

### **Reading and Approval of the Minutes**

Motion 2009-16 was made by Mr. Darlington to accept the minutes from the previous meeting. The motion was seconded by Mr. Lantrip. The motion passed.

The Parking Authority received bids from three prime contractors for the convention center garage: general contractors, electricians and mechanical contractors on 17 March 2009. The bids were as follows:

<u>General Contractors</u>	
Shoemaker Construction	\$10,423,000
QEI Construction Group	\$10,719,731
Perrotto Builders	<b>\$10,179,000</b>
Whiting-Turner Contracting	\$10,267,000
<u>Electrical Contractor</u>	
Pagoda Electric	\$855,000
MBR Construction	<b>\$819,000</b>
HB Frazer Company	\$838,743
Hirneisen Electric	\$846,000
<u>Mechanical Contractor</u>	
Dual Temp Company	\$349,900
MBR Construction	\$348,000
VISION Mechanical	<b>\$336,000</b>
<b>Total Cost of All Low Contracts:</b>	<b>\$11,334,000</b>
Change of <b>\$439,243</b> from last bid(s).	

### **Guest**

Whiting-Turner made statements on their behalf relative to the bid documents. Perrotto made an error on their bid document and Whiting-Turner believed the bid should be rejected. The Parking Authority requested the legal services of Mike Setley due to the fact that Kozloff Stoudt represents Perrotto and would have a conflict in resolving a contested bid on Perrotto. Mr. Setley analyzed the bid documents and in his opinion the Perrotto bid had a technical error. Further, Perrotto provided the Executive Director and Mr. Setley a letter admitting an error on the bid document and also stating that his cost for the bond would be \$65,000 which would be in line with the other bidders. Mr. Setley stated that the board has the right to waive technical errors on bid documents. After extensive discussion Mr. Lantrip made the motion to accept the general contractor lowest bid (Perrotto at \$10,176,000). The motion was seconded by Mr. Darlington. The motion passed with Ms. Reed voting against the motion.

### **Correspondence**

The Parking Authority received a letter from the International Brotherhood of Electrical Workers Local Union #743 relative to the lighting maintenance upgrade that was completed in all of our garages and the office. The union requested information relative to the project, but the executive director stated that the lighting project was initiated by the City of Reading and we piggy backed on the lighting project. I suggested that the union obtain the information requested from the city. The Authority received a request from the city clerk to complete an orange form that is a supplement to the ethics form needed by the city by 1 May 2009. Forms were provided to Ms. Reed, Mr. Darlington and the solicitor to be completed.

### **Executive Director's Report**

#### \$6M State Grant for the Convention Center Garage

The Authority paid one-half of the grants cost to the Redevelopment Authority for assistance in obtaining funding from the Redevelopment Assistance Capitol Program (RACP). The \$6M grant will be used to fund the convention center garage project. The Redevelopment Authority requested a motion (enclosed) to administer the RACP grant.

#### Convention Center Garage

The Authority is working the railroad construction agreement which is required when construction is within 50 feet of a railroad.

The Authority is continuing to investigate a bridge loan to fund any potential gap in funding for the Authority borrowed money (\$8.7M) and the \$6M grant. The Executive Director stated that he had contacted Commerce Bank and National Penn Bank and they are interested in a bridge loan with the Authority. The solicitor stated that we should put out request for bids (RFP).

Kozloff Stoudt is working an agreement to purchase the land for the convention center garage.

The final planning commission meeting is scheduled for May.

#### Revenue Control Equipment

The revenue control equipment in the South Penn garage (one of our largest garages) requires updating and replacement parts for the old and outdated system are no longer available. The old system utilizes a card reader that constantly requires replacement cards to be issued every week to our customers, no automated visibility of users, and a lack of accountability of each user. A new system will give us more visibility of each transaction and increase revenue and will cost approximately \$92,875.00. Federal equipment is currently located in our Poplar and Walnut garage, Reed and Court garage, Second and Washington, and will also be placed in the convention center garage, so standardization and flexibility will be maximized. This purchase was originally authorized by the board as a capitol improvement project for 2009 during the budget process. A motion will be required.

#### Parking Authority Guarantee Bonds - 1993

The Executive Director authorized US Bank National Association to file the Uniform Commercial Code (UCC) continuation statement for the 1993 Bond Series that expires on 8/10/09. The estimated cost for these services is approximately \$260.00.

#### Parking Meter Upgrade

The Parking Authority and StreetSmart Technology met with the Public Works Director and obtained the necessary approval to begin planning for a meter test. One location (Post Office) will require state approval to emplace a loop detector in the street since 5<sup>th</sup> Street is a state road. State approval should take approximately 30 days. Loops are being emplaced for the test meters along Penn Street.

#### 4<sup>th</sup> and Cherry Garage

The structural engineer, Wardle Engineering, has provided bid documents for review to the solicitor. The solicitors stated that he had reviewed the bids documents and are good to be released for bid.

#### P3 Initiative

The P3 team (Mayor's representative, city manager, city clerk, city council, RBC representatives) has completed the initial draft of goals and objectives for the P3 initiative. The Parking Authority board needs to approve the goals and objectives tonight. RBC also submitted a proposal for consideration for RBC to represent the Parking Authority in moving forward with the P3 initiative. The Parking Authority and the solicitor still needs to review the proposal to ensure the goals and objectives of the Authority are included and best represent the Authority's interest in this matter. A report will be provided to the board at the April board of director meeting.

#### Budget Review

The Finance Manager will address the status of Budget/Revenue for 2009.

-Operating Budget: The Authority's two month budget is at \$663,083 and we are currently \$25,053 under budget. It should be noted that some budget line items are paid once per year (pension) and some items paid periodically (insurance) that may skew the budget snapshot at any particular month in the year.

-Revenue Report: The Authority revenues are \$22,933 ahead of last year's revenue at this point in time.

-Cash Flow: The cash flow as of 28 Feb 09 is \$7,656,377 compared to \$6,798,637 in 2008. The finance manager noted that the Authority will pay \$4M to the city after the audit (Apr 09) for contributions for the 2009 city budget.

The Executive Director stated that the annual audit is on going this week and the results will be provided to the board of directors on 22 Apr 09 (next board meeting).

### Motions for the Board

1. That the board passes a motion to accept the minutes from the February meeting. Motion 2009-16.
2. That the board approves the accounts payable for the previous month. Motion 2009-17.
3. That the board accepts the following low bids for the convention center garage project: Perrotto for the general contract at \$10,179,000 and Vision for the mechanical contract at \$336,000. The Authority will table the electric bid until the April board meeting. Motion 2009-18 was made by Mr. Lantrip and seconded by Mr. Darlington. Motion 2009-18 passed.
4. That the board authorizes the Reading Parking Authority to apply through the City of Reading for the use and benefit of the Authority for a six million dollar (\$6,000,000) grant from RACP for the convention center garage. Further resolved that the Executive Director be and is hereby authorized and empowered to execute and deliver on behalf of the RPA all such agreements, deeds, settlements, title affidavits, leases, documents and instruments as so negotiated by RPA board to effectuate the transactions. Motion 2009-19 was made by Ms. Reed and seconded by Mr. Darlington. Motion 2009-19 passed.
5. That the board authorizes the purchase of Federal revenue control equipment from Best Associates at a cost of \$92,875 for the South Penn garage. Motion 2009-20 was made by Mr. Lantrip and seconded by Mr. Darlington. Motion 2009-20 passed.
6. That the board approves the goals and objectives in support of the P3 initiative and the Authority will analyze the RBC engagement letter (proposal) as it relates to supporting the goals and objectives developed by the board of directors. Motion 2009-21 was made by Mr. Lantrip and seconded by Mr. Darlington. Motion 2009-21 passed.
7. That the board authorizes the Executive Director to seek bids relative to the 4<sup>th</sup> and Cherry garage repairs as outlined by Wardle Engineering. Motion 2009-22 was made by Mr. Lantrip and was seconded by Mr. Darlington. Motion 2009-22 passed.
8. That the board approves an amendment for the Berks County Services Center for an additional fifteen (15) parking spaces at the Poplar and Walnut garage effective 26 March 2009. All other provisions of the contract remain unchanged. Motion 2009-23 was made by Ms. Reed and seconded by Mr. Darlington. Motion 2009-23 passed.

### **Solicitor's Report**

The solicitor indicated that the Executive Director and the solicitor have not completed our review of the electric bids for the convention center garage and consequently recommend that the board tables awarding of the bid until the April board meeting.

The solicitor also said that Kozloff Stoudt is working the land purchase with the Redevelopment Authority for the convention center garage property. The Executive Director urged the solicitor to have the land purchase documentation completed by the April board meeting.

The solicitor and the executive director presented a Reading Area Community College contract addendum for board consideration. The addendum basically requests a rolling ten (10) year parking agreement at the Front and Washington garage. The contract with RACC currently expires on 31 Aug 2017. The addendum calls for a 3% annual increase. The solicitor stated that we have already recommended one change to the document and that is to allow either party to halt the annual agreement if either party would like to discontinue the relationship. The solicitor and finance manager also suggested a five (5) year review to ensure the rate structure remains "current" with the economic market. The Chairman stated that the Parking Authority wants to assure RACC that they will always have first shot at the garage and we value our relationship with the college.

### **Approval of Accounts Payable**

Motion 2009-17 was made by Mr. Lantrip and seconded by Ms. Reed to accept the accounts payable. Motion 2009-17 passed.

### **Old Business**

The Executive Director stated that he was in contact with High Concrete to do some free exterior work on the Chiarelli garage. High Concrete had made this offer after the construction of the 2/W garage.

**New Business**

CNA, Stevens and Lee, and St Joes parking contracts are working. Current contracts expire in the Jun 09 time frame.

**Other Business**

The Parking Authority paid \$1,000 for repairs to a vehicle after a gate came down on the vehicle.

**Executive Session**

Personnel matters and land acquisition were discussed.

The meeting adjourned at 7:10 PM.

**RPA Next Regular Meeting**

The next board meeting is scheduled for 22 April 2009.